

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

May 12, 2023

Contract No.: BCS 2023-03
Description: Asset Management
Program Support and
Engineering Services, Statewide

REQUEST FOR TECHNICAL PROPOSAL ADDENDUM NO. 1

To All Prospective Offerors:

Please be advised that the Request for Technical Proposal delivery date for this contract has been changed from **12:00 PM (NOON) on May 31, 2023.** The Request for Technical Proposal are now due by **12:00 PM (NOON) on June 14, 2023,** and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outline in the advertisement. Request for Technical Proposal received after the deadline will not be accepted no matter how they have been transmitted.

RED LINE REVISIONS (RLR)

Please note the following Red Line Revisions for the **Request for Technical Proposal:**

RLO1:

The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

1. **Key Staff 1:** Program Manager with a minimum of 10 years of experience in program or project management, employed by the Prime/JV. The Program Manager is the contractor's manager for the contract and serves as the single point of contact for the Master Contractor with the State regarding the contract. Performs overall management for Contract support operations. Organizes, directs, and coordinates the planning and production of all contract activities, projects and support activities, including those of subcontractors. Oversees the development of or develops work breakdown structures, charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations. Demonstrates excellent written and verbal communications skills. Establishes and alters corporate management structure to direct effective and efficient Contract support activities. Must be capable of negotiating and making binding decisions for the Master Contractor. Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master's degree and/or project management certification is preferred.

2. **Key Staff 2:** Business Process Consultant with a minimum of 8 years of experience in business process management, employed by the Prime/JV or any of the Subconsultants. Develops business requirements and process methodologies for organizational change management. Creates detailed processes, protocol, and requirements; and works with other areas across business units to support implementation and risk management. Communicates business requirements for program and organizational management. Facilitates collaboration within and across business units. Resolves programs and improves integration of business processes. Bachelor's Degree from an accredited college or university in Business, Human Resources Management or a related field. Master of Business Administration or Master of Public Administration is preferred.
3. ~~**Key Staff 3:** GeoSpatial Web Developer with a minimum of 4 years of experience employed by the Prime/JV or any of the Subconsultants. This is a Senior GIS Software Developer position that requires an understanding of project management, including all software development life cycle phases. Previous experience can include the following activities: install and configure ArcGIS Server; develop mapping applications and web services using ArcGIS Server for Flex and JavaScript/HTML5, build and publish maps via ArcGIS and ArcGIS Online resources, ArcSDE databases, and geo-processing tools as services in ArcGIS Server to streamline existing geospatial procedures; develop mobile GIS applications, assume responsibility of full project lifecycle on simple projects; act proactively to avoid agency customer issues and meet their business needs. The key staff will also have experience developing for HTML 5, using open source geospatial software development tools, and developing for multiple PC, iOS, and Android platforms.~~
4. **Key Staff 4:** Professional Engineer (PE) registered in the State of Maryland with a minimum of 5 years of experience and is employed by the Prime/JV or any of the Subconsultants. This person has expertise in various phases of the asset management cycle and project delivery processes including contract document preparation.
5. **Key Staff 5:** Transportation Planner with a minimum of 8 years of experience, employed by the Prime/JV or any of the Subconsultants. This is a senior planner position that requires experience with performance-based planning and programming work to comply with federal, Maryland, and transportation industry requirements related to the implementation performance management, risk management, and asset management practices for transportation systems. Bachelor's Degree from an accredited college or university in planning, economics, engineering, business or other related discipline. Master's degree and/or American Institute of Certified Planners (AICP) certification is preferred.

RLR1:

The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

1. **Key Staff 1:** Program Manager with a minimum of 10 years of experience in program or project management, employed by the Prime/JV. The Program Manager is the contractor's manager for the contract and serves as the single point of contact for the Master Contractor with the State regarding the contract. Performs overall management for Contract support operations. Organizes, directs, and coordinates the planning and production of all contract activities, projects and support activities, including those of subcontractors. Oversees the development of or develops work breakdown structures, charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations. Demonstrates excellent written and verbal communications skills. Establishes and alters corporate management structure to direct effective and efficient Contract support activities. Must be capable of negotiating and making binding decisions for the Master Contractor. Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business or other related discipline. Master's degree and/or project management certification is preferred.
2. **Key Staff 2:** Business Process Consultant with a minimum of 8 years of experience in business process management, employed by the Prime/JV or any of the Subconsultants. Develops business requirements and process methodologies for organizational change management. Creates detailed processes, protocol, and requirements; and works with other areas across business units to support implementation and risk management. Communicates business requirements for program and organizational management. Facilitates collaboration within and across business units. Resolves programs and improves integration of business processes. Bachelor's Degree from an accredited college or university in Business, Human Resources Management or a related field. Master of Business Administration or Master of Public Administration is preferred.
3. **Key Staff 3:** Professional Engineer (PE) registered in the State of Maryland with a minimum of 5 years of experience and is employed by the Prime/JV or any of the Subconsultants. This person has expertise in various phases of the asset management cycle and project delivery processes including contract document preparation.
4. **Key Staff 4:** Transportation Planner with a minimum of 8 years of experience, employed by the Prime/JV or any of the Subconsultants. This is a senior planner position that requires experience with performance-based planning and programming work to comply with

federal, Maryland, and transportation industry requirements related to the implementation performance management, risk management, and asset management practices for transportation systems. Bachelor's Degree from an accredited college or university in planning, economics, engineering, business or other related discipline. Master's degree and/or American Institute of Certified Planners (AICP) certification is preferred.

RLO2:

The following classifications and estimated percentages of time to be used for the contract assignments are:

<u>Classification</u>	<u>Est. Office</u>	<u>Est. Field</u>	<u>Total</u>
Program Manager	5%	5%	10%
Business Process Consultant	5%	10%	15%
GeoSpatial Web Developer	5%	0%	5%
GIS Technician	10%	0%	10%
Senior Engineer	10%	5%	15%
Staff Engineer	10%	5%	15%
Transportation Planner	5%	10%	15%
Data Analyst	5%	5%	10%
Financial Analyst	5%	0%	5%
Total	60%	40%	100%

RLR2:

The following classifications and estimated percentages of time to be used for the contract assignments are:

<u>Classification</u>	<u>Est. Office</u>	<u>Est. Field</u>	<u>Total</u>
Program Manager	5%	5%	10%
Business Process Consultant	10%	10%	20%
GIS Technician	10%	0%	10%
Senior Engineer	10%	5%	15%
Staff Engineer	10%	5%	15%
Transportation Planner	5%	10%	15%
Data Analyst	5%	5%	10%
Financial Analyst	5%	0%	5%
Total	60%	40%	100%

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE REQUEST FOR
TECHNICAL PROPOSAL IN FRONT OF THE TRANSMITTAL LETTER**

Jada Wright

May 12, 2023

Jada J. Wright, Director
Office of Procurement and Contract Management

Date

Acknowledgement of Receipt

Firm Name

Signature-Authorized Official

Title

Date